

**SECRET**

Approved For Release 2005/08/16 : CIA-RDP70-00211R000800060001-5

SCHEDULE

DESCRIPTION OF FILES

DISPOSITION

1. Policy and Procedure Correspondence

~ Permanent

2. Regulations

Permanent - 12 yrs

3. Confidential Funds Report

~ Permanent

4.3

~ 99 years

5.4 Contracts, Individual Earnings and Service Record Cards

~ 56 years

5.5 Contract Agreements and Authorizations with Military Personnel

~ 56 years

6.6 Project Authorization Case Files

56 years

7.7 Contract Personnel Case File

~ 56 years

8.8 Pseudonym Acknowledgements (Staff Employees)

~ 56 years

9.9 Requisitions  
10. Subsidiary Ledger

7/12 ~ 25 years (4 yrs - 6 SA)

11. Allotment Ledger

25 years 10 yrs - 6 SA

12. Original Voucher and Supporting Documentation

25 years 12 yrs - 6 SA

13. Field Station Correspondence File (Cable and Dispatches) 25 years 12 yrs - Note 4.

14. Agent Cashier Files

25 years 12 yrs No. 5

15.

25 years 12 yrs No. 6

16. Cancelled Checks

25 years 12 yrs - No. 5

17. Individual Payroll Case Files

25 years 12 yrs - No. 6

18. Payroll Journals

25 years 12 yrs - No. 6

19. Imprest Fund Account Authorization File

25 years 12 yrs - No. 5

20. Collection Files

25 years 12 yrs - No. 5

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UNCLASSIFIED

KAO

INTERNAL  
USE ONLY

COPY

CONFIDENTIAL

SECRET

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ROUTING AND RECORD SHEET

SPS

SUBJECT: (Optional)

NO.

DATE

4 October 1962

FROM:	TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
	<sup>1</sup> Executive Assistant to the DD/S 7D24, Hqs		10/4		To 1 - The revised disposition schedule for certain confidential funds records has now been con-
25X1	<sup>2</sup> CIA Records Administration Officer 604 - 1016 16th St.	10/8	10/9		curred in by the Office of Personnel, the Office of General Counsel, and the Office of the Comptroller. It is suggested that these coordinations be made known to [ ] in order that the revised schedule may be implemented.
	3. [ ] Deputy Comptroller 6E-69, Headquarters				STAT
25X1	4.				
	5. 11/4/62				/s/ [ ]
25X1	Note: Cc to [ ]				Special Support Assistant/DDS
	6.				25X1 for
	7.				25X1
	8.				
	9.				
	10.				
	11.				
	12.				
	13.				
	14.				
	15.				

CIA RECORDS ADMINISTRATION OFFICER

25X1

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